

**APPROVAL REQUESTS FOR USE OF
2-1-1 VIRGINIA/STATEWIDE I&R TELEPHONE NUMBER**

Estimate of the number of calls to be generated in the first week, first month, second month and ongoing months

Estimate of length of time per call

Examples of materials that would be used to promote the telephone number

Type of training to be provided; location and time commitment by regional I&R staff

Beginning and ending dates

Reporting requirements

REQUIREMENTS FOR MEMORANDUM OF UNDERSTANDING (MOU)

Beginning and ending dates

Listing of each regional contractor by name as parties to the agreement

Detailed responsibilities of each party including training to be provided

Conditions under which reimbursement is to be provided

Provisions for cancellation